



THE GOVERNOR'S OFFICE INTERNSHIP PROGRAM

The *Governor's Office Internship Program* is designed to provide insight to individuals who want to learn more about the executive branch of state government and feel they may benefit from a career in public service. The internships are geared to provide a realistic overview of routine activity within a government office.

Staff liaisons will provide assignments and any special projects to interns in their respective areas of interest. Although interns are not directly assigned to the Governor, an effort is made to give interns the opportunity to observe the Governor. This is mainly accomplished through having interns assist with proclamation and grant ceremonies or other events the Governor might be involved. In all cases, every effort will be made to match the intern to their selected area of interest. The *Governor's Office Internship Program* will begin its Summer Session on May 31, 2004 and continue through August 13, 2004. The application deadline is set for April 14, 2004.

In order to complete your application, please submit the following: *application form, résumé, two letters of recommendation, and a one page essay which outlines (1) why you would like to serve in the Governor's Office and (2) what areas might be of interest to you.* All internships are voluntary, and we regret that funds are not available to reimburse individuals financially. However, we highly encourage applicants to seek college credit through their educational institution. Our office will be happy to work to meet any respective guidelines and provide proper documentation or other information, which may be needed to meet college or university requirements.

Please submit the above information to:

Brooke Crane
Office of the Governor
State Capitol Building
Suite 250
Little Rock, Arkansas 72201
Phone: 501-682-3695
Fax: 501-682-3597
brooke.crane@gov.state.ar.us

AVAILABLE AREAS FOR INTERNSHIPS

COMMUNICATIONS

The press office functions in several capacities and interns will be able to observe and participate in areas including: briefing note preparation, research, organization of press clippings, and monitoring news stories from around the state.

LEGAL/CORRECTIONS

Interns will have the opportunity to interact with the legal staff, conduct legal research on various issues, work on appointment procedures, policy directives and assist in reviewing policy oversight.

GENERAL

Interns will be assigned to one of a wide range of areas in the office. These may include working with specific liaisons, working with scheduling or assisting with the efforts of boards and commissions. This gives interns the opportunity to experience daily operations in the office and work on a vast number of issues.

BOARDS & COMMISSIONS

The area of Boards and Commissions within the Governor's Office works to research and review candidates who wish to be appointed to boards and commissions within state government. Interns in this area will assist the staff in organizing and processing the various applications. The interns will also assist in the drafting and preparing of correspondence. While with Boards and Commissions, they will become familiar with the specific computer database they use through entering, correcting and monitoring the various appointments.

LEGISLATIVE SESSION (Most interns serve in this area spring of odd numbered years)

The Arkansas General Assembly convenes in January of odd numbered years, allowing students interested in the legislative process a terrific opportunity to see it in action. Interns in this area work with session staff to gather bills and resolutions filed by the legislature, organize, copy and disseminate legislative information to staff and monitor the proceedings in each chamber.

WASHINGTON D.C. OFFICE

Interns will get a chance to work at the nation's center of policy and politics. They will help the Governor's Washington D.C. office in its daily operations and will learn about how issues in D.C. affect Arkansas. Interns will aide the staff in general clerical duties and provide assistance to the grant researcher. Students will be able to work near Capitol Hill and interact with various federal agencies, the National Governors Association and the Southern Governors Association. This is a great opportunity to make contacts and serve Arkansas in the nation's capital.

GOVERNOR'S OFFICE INTERNSHIP APPLICATION

Please submit this application with a *current resume, an essay and two letters of recommendation* detailing your reasons for applying and how the internship might benefit you.

PERSONAL CONTACT INFORMATION:

Name: _____

Major/Minor: _____

University: _____

Primary Mailing Address: _____

Secondary Mailing Address: _____

University Residence Telephone Number: _____

Permanent Home Telephone Number: _____

Mobile #: _____ Pager #: _____

eMail: _____

Social Security Number: _____ Date of Birth: _____

Days/Hours Available: _____

Emergency Contact Name and Number and Relation:

Telephone Number(s): _____

APPLICATION DEADLINE:

FRIDAY, April 14, 2004

SUMMER SESSION:

Monday, May 31 – Friday, August 13, 2004

SIGNATURE OF APPLICANT

DATE